



Community Preventive Education Program

Effective October 15, 2021



Community Preventive Education Program

Program Background:

The Cincinnati Police Department has funded the Community Prevention Education Program (CPEP) in accordance with the Ohio Revised Code guidelines in section 2981.13(D) since its inception.

The State requires that a specified portion of State Asset Forfeiture Funds received by the Police Department be used for community-based drug and alcohol preventive educational programs.

Program Mission:

To fund the most effective and efficient community alcohol and drug preventive education programs/services in the City of Cincinnati, while providing a fair, equitable, and structured Asset Forfeiture Funding application process.



Community Preventive Education Program

Program Assessment and Review

In October, 2021, a comprehensive review of the application and funding process was conducted.



Community Preventive Education Programs

Changes to the Application Process and Criteria Requirements

Application Submission Time Periods

2 Annual Periods:

(Fall) October 1 through October 31

Programs to begin between January and June the following year

(Spring) April 1 through April 30

Programs to begin between July and December the current year



Community Preventive Education Programs
Changes to the Application Process and Criteria Requirements

All applications must be submitted by
electronic mail (e-mailed) and type written

- Ensures compliance with submission timeline requirements
- Ensures reliability of receipt and status of applications
- Provides accurate interpretation of program descriptions

email to: CPDFiscal@cincinnati-oh.gov

Community Preventive Education Programs

Eligibility and Criteria:

- 1. All programs must serve the needs of the residents of Cincinnati. Priority will be given to projects that serve residents of communities that have high rates of violent crime and victimization, based on Cincinnati Police Department statistics.**
- 2. Programs must provide “community preventive education,” with the primary purpose of the program being to educate adults or children with respect to the dangers associated with the use of drugs of abuse.**
- 3. All agencies/organizations must complete the “Funding Application Cover Sheet” included in this packet and must provide identifiable answers to each question.**

Community Preventive Education Programs

Application Must Include:

- A. Federal Tax ID number (EIN or 501c3).**
- B. The amount of funding requested along with a detailed narrative description of the program.**
- C. Identify measurable short-term and long-term outcomes along with a detailed description of how you will quantify the outcomes.**
- D. Drug awareness pre and post-tests that will be used as part of the outcome measurements.**
- E. Any funding received or requested for the program from other sources.**
- F. Each funding request must include an itemized program budget.**

Community Preventive Education Programs

Eligibility and Criteria:

- 4. Program evaluation reports will be required and must include statistics and identification information on participants. Evaluation reports must be submitted no later than 90 days after the completion of the contract to receive consideration for future funding.**

- 5. Any agency or organization applying for refunding of a program previously funded by the Community Preventive Education funds must submit a status report for the program with the current application. The status report must include the amount of funding previously granted, the total amount received to date and the program outcomes to date.**

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Eligibility and Criteria cont'd:

- 6. All agencies/organizations selected for funding will be required to have the program director or his/her designee sign a legally binding contract.**

- 7. Principal program personnel may be required to submit Police Background checks before contracts are signed.**

Community Preventive Education Programs

Application and Review Process:

1. Submit completed applications by e-mail within the application submission period, but no later than 5:00 p.m. on the final day of that period (Fall - October 31st, Spring - April 30th)
2. Community Prevention Education Committee performs initial review of applications.
3. Properly submitted applications receive further review by committee. Applications that did not meet the criteria will be notified of their status and encouraged to reapply in the future.

Community Preventive Education Programs

Application and Review Process:

4. Remaining applications will be presented to the Asset Forfeiture Committee for funding consideration.
5. Applications that receive funding will be contacted by Fiscal Affairs for processing.
6. Applications that did not receive funding will be advised of their status and encouraged to reapply in the future.

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If funding is approved the following conditions will apply:

- **CPE funding is solely dependent on available asset forfeiture proceeds.**
- **Approved applicants will initially receive 10% or \$500 whichever is greater of the awarded amount .**
- **Subsequent expenses are reimbursed upon receipt of an invoice from the awardee.**
- **All reimbursements, including the initial funding, must have receipts to verify expenses.**

Community Preventive Education Programs

If funding is approved the following conditions will apply:

- **CPE funds can be only used for programming and programming support. (Not for capital improvements or unrelated expenses)**
- **Funding may be proportionate with the drug and alcohol prevention programming focus.**
- **Consideration for future funding is dependent on a status report being submitted to CPE Committee no later than 90 days after the completion of the contract.**



Community Preventive Education Programs

Questions?

Any questions regarding the application process may be directed to the Cincinnati Police Department Fiscal Affairs Section at 352-1291 or by email to CPDFiscal@cincinnati-oh.gov

CPEP Coordinator Contacts:

Cincinnati Police Fiscal Affairs / CPEP Coordinator, (513) 352-1291 or e-mail: CPDFiscal@cincinnati-oh.gov.

Lieutenant Jennifer Mitsch, Cincinnati Police Department, Planning Section, (513) 352-2940 or e-mail:

Jennifer.Mitsch@cincinnati-oh.gov